

SECTION 2: PROGRAM SUPPLIES

Contact Information:

TO ORDER TESTING MATERIALS, BILLING QUESTIONS, TEST RESULT QUESTIONS

East San Gabriel Valley Regional Occupational Program/Technical Center (ESGVROP/TC)

Lupe Alvarez, Support Staff, lavarezdsp@yahoo.com , lavarez@esgvrop.org
626-472-5106

1501 West Del Norte Avenue, West Covina, CA 91790

Telephone: 1-800-910-4604

FAX: 626-472-5198

TO ORDER TRAINING MATERIALS

California Department of Education (CDE)

Stacy Savoca, Support Staff, ssavoca@cde.ca.gov 916-322-5022

Regional Occupational Centers and Programs

1430 N Street #4503, Sacramento, CA 95814

FAX: 916-323-2597

SECTION 2: PROGRAM SUPPLIES

A. TESTING SUPPLIES

1. Testing supplies **must** be ordered from East San Gabriel Valley Regional Occupational Program and Technical Center (ESGVROP/TC).
2. Use the *DIRECT SUPPORT PROFESSIONAL TEST ORDER FORM*. A sample is included in this section and a master can be found in Section 9: Forms.
 - a. The Direct Support Professional Test Order Form may be photocopied as needed.
 - b. Order supplies in multiples of 50, e.g. 50 or 100 or 150, etc.
 - c. E-mail, fax or mail completed forms to ESGVROP/TC.
 - d. Indicate the **exact date** the materials are needed on the order form.
Allow a minimum of 10 working days to process the order.
 - e. Do **not** use P.O. Boxes for delivery purposes.
3. If you do not receive the order by the date needed, as specified on the order form, contact Lupe Alvarez (see form or Section 1: General Information).

**Do not photocopy
test booklets or Scantron[®] sheets.**

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DIRECT SUPPORT PROFESSIONAL TRAINING Testing Supplies Order Form

East San Gabriel Valley ROP/TC
1501 West Del Norte Street
West Covina, CA 91790
Phone: (626) 472-5106, (800) 910-4604

Send To: **Lupe Alvarez**

By E-Mail: lalvarez@yahoo.com or
lalvarez@esgvrop.org

By FAX: **(626) 472-5198**

ROCP: _____

Date Materials Needed: _____
(Do not use ASAP)

Requested by: _____

Telephone: _____

Delivery Address: _____
(No PO Boxes)

Testing Supplies Requested: (Order in multiples of 50)

Quantity	Testing Materials	Quantity	Testing Materials
	DSP Scantron© Registration Forms		Year Two Challenge Test Booklets
	DSPT Scantron© Test Answer Sheets		Year One Test After Training Booklets
	Year One Challenge Test Booklets		Year Two Test After Training Booklets

Other/Comments:

Please allow 10 working days to process the order.

(FOR ESGVROP/TC USE ONLY)

ORDER FILLED BY (SIGNATURE & DATE) _____

SECTION 2: PROGRAM SUPPLIES

B. DSP TRAINING MATERIALS

1. Training materials **must** be ordered from the California Department of Education (CDE).
2. Use the *DIRECT SUPPORT PROFESSIONAL TRAINING MATERIALS REQUEST FORM*. A sample is included in this section and a master can be found in Section 9: Forms.
 - a. The Direct Support Professional Training Materials Request Form may be photocopied as needed.
 - b. E-mail, fax or mail completed forms to CDE.
 - c. Indicate the **exact date** the materials are needed on the order form.
Allow a minimum of 10 working days to process the order.
 - d. Do not use P.O. Boxes for delivery purposes.
3. If you do not receive the order by the date needed, as specified on the order from, contact Stacy Savoca (see form or Section 1: General Information).

SECTION 2: PROGRAM SUPPLIES

DIRECT SUPPORT PROFESSIONAL TRAINING Training Materials Request Form

**California Department of Education
Regional Occupational Centers and Programs
1430 N Street #4503, Sacramento, CA 95814 916-322-5050**

Send To: **Stacy Savoca**

By E-Mail: ssavoca@cde.ca.gov

or

By FAX: **916-323-2597**

ROCP: _____

DATE MATERIALS NEEDED: _____
(Do not use ASAP)

Requested by: _____

Telephone: _____

Delivery Address: _____
(No PO Boxes)

Qty	Year One Training	Qty	Year Two Training
	Teacher Resource Guide		Teacher Resource Guide
	Student Resource Guide (1 per student)		Student Resource Guide (1 per student)
	Teacher Overheads (including slipcovers)		Teacher Overheads (including slipcovers)
	CD Curriculum with PowerPoint™ Overheads		CD Curriculum with PowerPoint™ Overheads
	Video #1 -- Y1 Session 1: Regional Centers		Video #6 -- Y2 Session 1: The Power of Dreams, The Journey To Inclusive Lives
	Video #2 -- Y1 Session 3: Hand Washing and Gloving (also used in Y2 Session 11)		Video #7 -- Y2 Sessions 1, 5 and 7 Scenarios
***	Video -- Session 5: First Aid for Seizures (See Order Information Below)		Video #8 -- Y2 Sessions 2 and 3: Focus Group; Conversations with Joe and Bruce
	Video #3 -- Y1 Session 6: Positive Behavior Support (Train the Trainers)		Video #9 -- Y2 Session 10: The 5 Rights for Assisting with Self-Administration of Medication
	Video #4 -- Y1 Session 7: Teaching Strategies Part 1 (Train the Trainers)		Video #10: Hand Washing and Gloving (also used in Year 2, Session 11)
	Video #5 -- Y1 Session 8: Teaching Strategies Part 2 (Train the Trainers)	*** Call the National Epilepsy Library at: 800/332-4050 Catalog # 534SFA Cost \$14.95 Ea.	
	DSPT Procedure Manual for ROCPs		

Other/Comments: _____